

IEA 17th Energy Efficiency Policy Training Week in Africa Privacy Notice

Please refer to the [Data Protection Notice regarding Visitors to the IEA and IEA Event Participants](#) available on the International Energy Agency (IEA)'s website for further information regarding the IEA's processing of your personal data in connection with your participation in the **IEA 17th Energy Efficiency Policy Training Week in Africa** taking place on 18-21 March 2024 (the "event") and your rights in relation to your data. *If you have further queries or complaints related to the processing of your personal data, please contact the Organisation for Economic Co-operation and Development (OECD) [Data Protection Officer](#). If you need further assistance in resolving claims related to personal data protection, you can contact the [OECD Data Protection Commissioner](#).*

The IEA also wishes to inform you that:

- The IEA is using Infinite Square's inwink event management platform to streamline the organisation and management of the event. As set out in inwink's Privacy Policy, Infinite Square will store and use the personal data uploaded by event attendees to inwink (including first name, last name, gender, email, job title, affiliation, country of residence, dietary requirements and additionally, for certain participants, their travel plans, passport and visa information, and CVs) solely for the purposes of carrying out services for the OECD/IEA in respect of the event, including to enable participants' registration and access to information about the event;
- The IEA may also share certain participants' personal data with one or more IEA contractors including Event Designers Limited, located in Nairobi, who will carry out support and logistical services in support of the IEA's organisation of the event. The information the IEA shares with the contractors may include full name, country, job title and email address, as well as passport and visa information for some participants pending their agreement;
- The name and affiliation of event participants might be shared with certain event participants (eg. trainers) via email. The IEA will not include participants' contact details, such as emails and phone numbers, in any such shared list;
- Recordings and photographs may be taken to facilitate communications and publicity about the event. The recordings and photographs may be disseminated on social media channels and potentially re-used for informational purposes for up to 5 years. All such material will then be archived at the IEA for an indefinite period of time. Only limited IEA staff have access to such archived recordings and photographs. The IEA is unable to edit the recording after the event to obscure any participant's image.

As mentioned in the IEA's notice, the IEA may also contact you about future events that might be of interest. If you do not wish to be contacted about future events please send an email to Energy.efficiency@iea.org.

Date: 26 January 2024